

OCONEE COUNTY LIBRARY BOARD
Minutes of the Quarterly Meeting January 27, 2003
Watkinsville Library

approved with
corrections
4-21-03

The meeting was called to order by Chairman Doris Firth. The quorum present consisted of the following: Doris Firth, Billy Porter, Kathryn Ames, Doug Ezza, Peter Wyllie, Debbie Thrasher, Judy Atwood, Ray Billings, Linda Smith, Deann Craft, and Tammy Sullivan.

Previous minutes were approved without any corrections. New member of the board, Tammy Sullivan was introduced.

Public Comments: No Public comments were made.

Branch Manager's Report: Our largest program, Family Fun Day "Star Spangled Fun" held in October was a big success. We gave out 222 stickers. We also had booth's at both Fall Festivals. Circulation and door counts remain high. We have been offering new computer classes in response to patron requests and they have been well attended. The Sheriff's substation is in place and is starting to be used by the deputies. The board asked if a sticker stating the substations presence was on the door. Debbie will talk to Sheriff Berry. The Oconee County Library Friends hosted a special Christmas dinner for staff at both locations. A new Children's coordinator has been hired- Jaime Wyrtzen.

Regional Director's Report: Kathryn Ames informed the board of several grants Oconee County had received. A special needs grant, business resources sharing grant, a Hispanic grant. A grant for family place in the library was also received. This grant provides a program for parents and children to come to the library together for a special five program series. It is aimed at pre-school children. Then she informed us of a \$29,500 cut in state materials grant through the whole region. This means our materials budget needs to be reduced the rest of this year and next. One area that will be cut is the bookmobile services. February 13th is Legislature Day at the capitol. Board members are encouraged to attend and meet with our elected officials. Judy Atwood reported on the branch manager's meeting. ^{where} Denny Blake, an insurance agent, talked liability insurance and Stacey Ferrell about public relations issues such as supervising staff. Next we went on to discuss our budget. We are halfway through the year so we should be at 50% for revenue and expenditures. We are showing high advertising expenses as we have had to advertise for several positions. Fines and fees are under budget but should balance out by the end of the fiscal year.

Friend's Report: Linda Smith reported a great response to our family fun day. It operated under a \$1,500.00 grant from the Junior League that we will not be eligible for next year. So we will need to look for funding. She wanted to thank the Oconee County High School clubs that helped the FCLA, Honor Society, and Science Club. Thursday February 13th Dan Magill will be our speaker for Thursday Night Live. April 3rd Rhonda Rich,

Author of "What Southern Women Know", and on July 17th Augusta Trobaugh will be at the Watkinsville library.

Old Business: The Strategic Planning Committee presented their ideas for growth in the next five years. Specific details are listed on the long range planning sub committee handout. These ideas were prepared by staff and their ideas of what needed to be improved upon.

New Business: The finance committee presented their draft for the proposed budget for FY2004. The advertising budget needed to be increased. Wages were increased by 4% on draft. After discussion, we decided wages need to be increased to 5% to re-comp the 1% decrease caused by last years increase in personnel hours at Bogart. Also the Branch Managers salary will be increased to be more in line with other professionals. The Board of Education will contribute a 5% increase to the overall budget. ^{for their part of the} We also have to recoup materials we lost from the state. ^{budget} We need to have the final budget ready by February 3rd including line item justifications. The committee recommendations were approved by all. The Commissioners Meeting will be March 24th. The next item discussed was SPLOST. Currently SPLOST produces \$300,000 per month; this creates \$18 million dollars in funds. We are looking at a target figure of \$25 million. The three proposals were presented and, after discussion, were prioritized.

- 1.) "New Oconee County Park Facility", Shared-multi-use-facility
- 2.) Bogart Library Addition
- 3.) Watkinsville Library Addition

Additions were figured at \$150.00 per square foot. Billy Porter suggested that a 5% inflationary value be figured in each year. The SPLOST vote will be in November but proposals must be in by February.

Meeting was adjourned. The next meeting will be held April 21st at the Bogart Library at 4:30.

Respectfully Submitted,

Deann Craft

OCONEE COUNTY LIBRARY BOARD
Minutes of the Quarterly Meeting April 21, 2003
Bogart Library

7-21-03
approved with
corrections

The meeting was called to order by Chairman Doris Firth. The quorum present consisted of the following: Elaine Brown, Doris Firth, Deann Craft, Doug Eza, Phyllis Luke, Linda Smith, and Peter Wyllie. Also present were Kathryn Ames, Debbie Thrasher, and Judy Atwood. Absentee members were Ray Billings, Chantel Dunham, Billy Porter, Tammy Sullivan, and Mitchell Swan.

Corrections to the previous minutes were made. The spelling of Doug Eza's name and the spelling of Ronda Rich's name were corrected. Under new business, instead of we have to recoup materials we lost from the state, it should have stated we have to recoup dollars we lost from the state for the materials budget. Under the regional directors report, Judy Atwood reported on the branch manager's meeting where Denny Blake, an insurance agent, talked about liability insurance and Stacey Ferrell talked about public relation issues. After these corrections the minutes were approved.

Public Comments: No public comments were made.

Branch Manager's Report: Our new childrens co-ordinator left the first of April and Debbie filled in so that the childrens' programs would be uninterrupted. A new co-ordinator has been hired, Rosalyn Alke, who previously worked part-time. May 23rd will be the start of our summer reading club. The theme will be "Books Ahoy!" We received a \$500.00 gift from Walmart and a grant from Leap Frog products with the Oconee County Library Friends providing material funds. We will receive six Leap Pads and over 70 books. In January, we had classes on "A Portrait of My Life." This was provided by a Grassroots art grant. Lenetta Rout, a local artist, presented six classes. The 18 children attending each class created their own book. A new procedure to deal with children left afterhours at the library was introduced with Sheriff Scott Berry's cooperation. If a child is left, a sign will be posted on the door and the child will be walked to the Sheriff's Department lobby to be picked up there. The budget hearing was March 24th, where we presented our budget proposal. The final budget hearings are May 27th.

Regional Director's Report: The big concerns are our FY04 budget. As far as we know, it continues to look like 5% cuts. It was discovered that Bellsouth has been over-charging. The refund to the Athens Regional Library System is \$23,746.00. Oconee County's share is \$2306.00. This will be used for new books. It must be spent by June 30th, 2003. Our Family Place adult/child workshops are off to a great start. The grant pays for a temporary co-ordinator, Shannon Derge. There is a waiting list and calls are frequent about the program. 20 Family Groups are participating. The program lasts for five weeks and concentrates on pre-reading skills. The budget from FY2003 is ~~on track~~ with 75% expenditure revenue. Advertising costs are over budget because of personnel change over. Judy Atwood told about our new smart filter system provided by the state. This replaces the cyber-patrol that we have to pay for. It is up and running in Bogart and in Watkinsville. The system for the region is ~~on~~ run on a Linux box which is located at the Bogart Library. This new filter offers more flexibility as it can add and delete blocked sites for each computer as needed.

track

run

Friend's Report: On July 17th, Augusta Trobaugh will be at the Watkinsville Library for Thursday Nite Live. A Scholastic book sale is scheduled for May. The friends are supplementing the summer program with many extras. Bogart Friends held their annual Valentines Tea with 80 people attending.

Old Business: Kathryn Ames prepared a draft, from the Planning Committee and staff, on our goals for the next three to five years. They identified the four service responses as: 1) current topics and titles, 2) lifelong learning, 3) commons, 4) information. There was discussion on the home schooling program. The library is considered a proper place for proctoring exams, not only

for pre-12, but for college. We talked about working towards a good relationship with Gainesville College as they move into Truett McConnell. The Chairman of Commissioners would know who our contact person would be. We will be getting in touch with this person soon. Linda Smith asked about the decal for Bogart's door that would recognize the presence of the Sheriff's department; it is in place.

New Business: Debbie was asked by a girl scout troop about planting a tree with a plaque in memory of the shuttle astronauts. Because of the widening of the road, they decided to donate a book but she wanted to know what our policy should be about the plaque. It was discussed and decided that the board will have to approve plaques on an individual basis. Peter Wyllie said we will decide the policy after the first request. Petty cash for postage has increased dramatically. To keep from having cash on hand, we are going to try a no-fee debit card. There will be a daily limit and Debbie will have a pin number. We are reimbursed \$1.10 per item that we loan out, but we pay for postage to return them.

Meeting was adjourned. The next meeting will be held July 21st at the Watkinsville Library at 4:30 pm..

Respectfully Submitted,

Deann Craft

OCONEE COUNTY LIBRARY BOARD

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Bogart Library

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Meeting was adjourned. The next meeting will be held July 21st at the Watkinsville Library at 4:30 pm..

Respectfully Submitted,

Deann Craft

OCONEE COUNTY LIBRARY BOARD

Approved
10/20/03

Minutes of the Quarterly Meeting

July 21, 2003

Watkinsville Library

The meeting was called to order by Chairman Doris Firth. The quorum present consisted of Phyllis Luke, Elaine Brown, Peter Wyllie, Deann Craft, Linda Smith, Doris Firth, Ray Billings, and Doug Eza. Also, present were Kathryn Ames, Debbie Thrasher, and Judy Atwood. Absentee members were Billy Porter (e), Chantel Dunham (e), Tammy Sullivan, and Mitchell Swan.

Corrections to the previous minutes were made. The budget from FY2003 is on track, not tract. Also the system for the region is run on a Linux box, instead of is ran on. After these corrections the minutes were approved.

Public Comments:

No public comments were made.

Branch Manager's Report:

We have hired a new children's coordinator, Rosalyn Alke, and new part time employees, Carol Humphries and Jessica Billings. The summer programs have been a big success. The door counts and checkouts for June are noteworthy.

Regional Director's Report:

Again the budget is our number one concern. We were asked to be prepared for more budget cuts from the state. This usually must come from our materials budget. Through the Georgia Public Library Association we may have available a 50/50 match in FYE06. We have a reserve amount of \$8000.00, largely due to being under budget in wages due to our search for a children's coordinator. Discussion was held about how to spend this reserve. We might use it for materials, to replace budget cuts, or for equipment purchases. Kathryn said that a lot of our computers are old and should be replaced. Peter Wyllie suggested that our computer expert present a report on the age of the computers, memory capability, and amount of repairs by next meeting. We received a regional grant that provided entertainers Pam Blanchard and the Sunnyside Up Band and "Have We Got Something to Tell You," the storytelling of Veronica Byrd and Burt Tanner. These were very popular programs with our patrons. Judy Atwood told about the class she and Kathryn attended called "Train the

Trainer." The class dealt with training others in supervising support staff. The family place workshops have been very successful. Congratulations to Debbie for recruiting local professionals for each workshop. Pines with Searcy is up for renewal in 2005. We have been having software problems; it is their problem, not ours. There should be two new vendors to bid for contract. We are the largest state currently trying the statewide system.

Friend's Report:

The Oconee Library Friends held a scholastic book sale. The library received 45 new children's books. The Bogart and Oconee Library Friends provided funds for a magician, Tommy Johns. Both performances were well attended.

Old Business:

A) Strategic Planning Report- A few changes were made:

- 1- Instead of a 25% increase, it was changed to a 10% increase
- 2- The Young Adults should have a program on practical money management
- 3- Bogart's auditorium should seat 125
- 4- The Watkinsville Library sign- we should wait to see if it will be knocked Down by the road widening
- 5- The library website the Oconee section could be updated locally rather than By region. This would result in dates and times of programs being posted In a more timely manner.
- 6- In planning for equipment, such as a color printer, we should use cost of lease instead of purchase.

A vote was called for adoption of the draft of a continuing four year rollover plan with suggestions above to be incorporated. Unanimously approved. This will be a working draft. Kathryn will mail board members a copy with corrections and will begin work on a time line.

B) Budget- We received the proposal budget amount from the county. This will enable us to offset state cuts. Money was included for employee raises at 5% and for a second person at Bogart. Kathryn Ames contacted the anonymous donor to see if he wanted his donation returned; he declined. We need to decide how to spend the \$8000.00 reserve. It will be carried till next quarter till we get inventory on our computers, with need and specs for each.

New Business:

The Smart Filter- We must let the state know by August 12th what categories we decide to filter. We are legally required to filter sex. Local board members vote on other categories. Please see attached list showing our votes for Oconee County.

These can be revisited at the next meeting after we see feedback from patrons. According to SEPA law, anyone over 17 can ask for site or category to be unfiltered.

The library board officers' terms are up at the end of the year. A nominating committee was appointed; Ray Billing and Phyllis Luke are to report at the next meeting.

We discussed board members who have not been attending meetings. If three meetings are missed without Debbie Thrasher being notified, the board members may be excused. Doris Firth will contact board members who have not attended to see if they still want to serve.

Meeting was adjourned. The next meeting will be at the Bogart Library October 20th at 4:30.

Respectfully Submitted,

Deann Craft

INBOX: 78 of 78

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----- Forwarded message from Deann Craft <dustylga@yahoo.com> -----

Date: Sun, 26 Oct 2003 16:15:22 -0800 (PST)

From: Deann Craft <dustylga@yahoo.com>

Reply-To: Deann Craft <dustylga@yahoo.com>

Subject: corrected library board minutes- oct 20

To: Kathy Ames <ka@athenslibrary.org>, Judy Atwood

<jatwood@athenslibrary.org>, Cynthia Jameson <cjameson@athenslibrary.org>, Debbie Thrasher <dthrasher@athenslibrary.org>

OCONEE COUNTY LIBRARY BOARD

OCONEE COUNTY LIBRARY BOARD

Minutes of the Quarterly Meeting

October 20, 2003

Bogart Library

*Approved
1-26-04*

The meeting was called to order by Chairman Doris Firth. The quorum present consisted of Doris Firth, Peter Wyllie, Billy Porter, Ray Billings, Linda Smith, Doug Eza, Phyllis Luke, and Deann Craft. Also, present were Kathryn Ames, Debbie Thrasher, and Judy Atwood. Absentee members were Chantel Dunham, Tammy Sullivan, Elaine Brown, and Mitchell Swan.

The minutes from the previous meeting were approved as read.

Public Comments:

No public comments were made.

Branch Manager's Report:

Debbie stated that the Vacation Reading Club was very successful in Watkinsville and Bogart. Watkinsville held 60 programs and Bogart held 23 programs. We also went outside the library with 24 programs. Attendance at these programs was excellent.

Debbie met with Shem Gad of Earth Fare Foods. Shem's business is located in

Athens, but has many Oconee County customers. He is also a member of the Oconee County Chamber of Commerce. He offered us a place at his " Friends of Earth Fare Program" this spring. We will share information at a function onsite at Earth Fare and they will donate ten cents to the library each time a shopper uses a recycled or canvas shopping bag.

In September Latoya held computer classes for the staff. The hour-long training was held on a topic of their choice. These classes were a big success, so we will continue to offer them.

Debbie Thrasher and Gail Firestone will be attending COMO (Council of Media Organization) in October. They will present a workshop on Family Place Workshops.

Debbie asked if the vote last year on closing early on the day before Thanksgiving and New Year's was a permanent time change or just for that year. We decided to go ahead and vote on making it permanent. Linda Smith moved that we close on the Wednesday before Thanksgiving at 6PM and on New Year's Eve at 6PM on a permanent basis. Peter seconded; the vote was unanimous.

Regional Director's Report:

Kathryn Ames said that it was a big honor to be selected to present a workshop at COMO; congratulations to Debbie. Athens Regional Library offered management training to branch managers and it continues with e-mail discussion.

The state of Georgia presented as a closed deal the centralization of the talking book center. Since 1974 the green books have been delivered by 35 volunteers. The recipients enjoy the delivery by someone they know. The \$500,000.00 central office will now ship the books. \$139000.00 is to pay the staff of four to run the service.

Our materials grant has been cut by the state by 2 $\frac{1}{2}$ %. The reduction is from \$.4027 per capita to \$.35 per capita. Watkinsville cut \$1,119.00 and Bogart cut \$374.00. Next year we have been told there will be an additional 5% reduction.

The regional board members were asked what items would get top priority to be protected from budget cuts:

- 1) insurance
- 2) outreach- Bookmobile and homebound courier
- 3) technology support
- 4) ask counties to increase their share

The summer reading clubs were not protected as they thought; they could ask for donations to run it as needed.

Friend's Report:

The Watkinsville friends have elected new officers. The new president is Janet Clapp. They had a booth at the Watkinsville Fall Festival. It is a free booth, not a fund raiser. They had crafts for the children. Family Fun Day was in October. It was a big success with an estimated 450 people attending. The Bogart Friends had a booth at the Bogart Fall Festival and made over \$500.00 with their

raffled-themed baskets. Bogart City Council honored Lillie Raynor as Citizen of the Year. Three dozen books were donated in her honor.

Old Business:

It is Georgia law that library board members who do not attend three meetings be replaced. Doris Firth will write letters to Chantel Dunham and Tammy Sullivan as they have missed more than three meetings. Also the Board of Commissioners and City of Watkinsville will be contacted about replacing them. Also Doug Eza will be retiring at the end of December and will need to be replaced by the Board of Education. There have not been three people attending the Regional Library Board Meeting. The three representatives will now be Phyllis Luke, Peter Wyllie, and Linda Smith.

Debbie reported on the computers. Latoya said upgrades were not feasible as the computers were so old. Doug Eza suggested a five-year rotation schedule at six computers per year being replaced. He said that the library may be able to piggyback with the school system and get a price break as they place a very large order. We have the \$8,000.00 reserve and \$9,000.00 in gift account that could be used. Table till next meeting; Debbie will put together a recommendation.

The nominating committee recommended extending the current officers' terms for one more year. Doug Eza moved to accept the recommendation; Ray Billings seconded. Current officers: Chair- Doris Firth, Co-Chair- Linda Smith, Secretary- Deann Craft.

New Business:

We need to have a specific policy for Oconee County on our display cabinets and box of give-away magazines. The branch managers need to know our policy. We need to decide if we want our bulletin boards to continue as a community service. When we offer these display areas we have to accept whatever is put there. Kathryn will bring samples of different policies for us to look over at the next meeting.

Peter reported on the DOT meeting on October 6: Widening of road in front of library will not affect the sign. The road will be higher; it should not affect parking spots, although the sign will block visibility.

Meeting was adjourned. The next meeting will be at the Watkinsville Library January 26, 2004 at 4:30PM.

Respectfully Submitted,

Deann Craft

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